



Cologne Academy

2013-2015 Technology Plan Guidance

Plan Requirements

There are some requirements imposed by the federal e-rate program which must be met for technology plans submitted to MDE for E-rate program eligibility. These are:

1. The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education services;
2. The plan must have a professional development strategy to ensure that staff know how to use these new technologies to improve education services;
3. The plan must include an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services.
4. The plan must include an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

In addition, school districts and charter schools should note the following additional requirements for federal e-rate program eligibility:

1. School districts and charter schools receiving E-rate discounts on Internet Access must be in compliance with The Children's Internet Protection Act (CIPA). CIPA requires a school district to have an Internet Safety/Acceptable Use policy in place that has had at least one public hearing and to be filtering Internet access in order to prevent students from accessing material that may be pornographic or otherwise harmful to them.
2. Technology plans need to include any E-rate eligible services on which a school district is seeking E-rate discounts.
3. The technology plan must be written and have a date of creation that pre-dates any E-rate Form 470s filed for services for the specific E-rate program year. The technology plan must also cover the entire E-rate program year.

More information on the E-rate program can be found at <http://www.usac.org>.



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Technology Plan Cover Sheet 2013-2015 (July 1, 2013 – June 30, 2015).

ORGANIZATION INFORMATION	
District/Agency/School (legal name):	COLOGNE ACADEMY
District Number:	4188-07
Technology Plan Status	The District/Agency/School has an approved 2012 technology bridge plan: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2013-2015 Technology Plan Date of Creation:	FEBRUARY 2012
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Cologne Academy acknowledges the heart of the educational system is to increase student achievement. Thus, the overarching purpose of technology at Cologne Academy is to give students and staff the tools (hardware, software, network and internet connectivity, training and support) necessary to be as efficient and effective as possible in efforts related to student achievement.

CA TECHNOLOGY OBJECTIVES

The following stakeholder objectives will guide the board, administration, and the technology committee in making decisions regarding curriculum integration, training, budget, acquisition, upgrade, replacement, and deployment of technology.

Students will use technology:

- to meet curriculum-related objectives;
- access and retrieve information including online and digital curricular materials;
- produce documents;
- create and present multimedia productions;
- communicate both locally and worldwide;
- complete online assessments.

Licensed Staff will use technology:

- to provide instructional opportunities that integrate technology;
- access and retrieve information;
- produce documents;
- plan, create and present lessons utilizing multimedia;
- assess student achievement and manage records;
- use technology to make data driven decisions regarding instruction;
- communicate both locally and worldwide.

Administrators and their support staff will use technology:

- to manage student records and schedules;



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- access and retrieve information;
- produce documents and presentations;
- make data driven decisions;
- develop and implement budgets;
- communicate both locally and worldwide.

Non-licensed staff will use technology:

- to support instructional needs of students;
- access and retrieve information;
- produce documents;
- communicate both locally and worldwide.

General public

- will communicate and interact with the staff through a variety of technology services including email, voicemail, parent portal, and building and CA's web sites

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1. **Technology Needs Assessment:** Describe the processes(s) used to determine the technology needs for the LEA for 2013-2015 and briefly summarize the needs that have been determined. Make sure to include any technology needs that will be supported through E-rate discounts, such as telephone, telecommunications access, Internet, and other E-rate eligible services.

Need #1: Increased student computer and internet access—State testing, increased curriculum requirements, media literacy standards, and the teachers' desire to increase their students' exposure to computer/technology will continue to strain the school's one lab. Teachers will continue to miss quality learning activities due to lack of access to computers/technology devices. The staff and the curriculum



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specialist are seeing more quality resources offered with and through technology. School's desire is to implement a future 1:1 student: computer model.

Need #2: A suitable mobile computer for student use—Physical space limitations and facility and grounds budget will restrict the addition of computer labs. A mobile computing model will allow additional computer access to be provided to classrooms without adding to the physical building.

Need #3: Increased bandwidth— Internet bandwidth needs to continue to increase as more applications and resources are being used in the classrooms each day. Increasing student enrollment and increasing staff members accessing materials that contain video and audio content which calls for internet bandwidth are the primary reasons why bandwidth needs to be addressed. If internet bandwidth is not properly addressed, this problem will continue to worsen as the school continues to grow.

Need #4: Create a wireless network— Cologne Academy needs to address their lack of quality wireless system for the entire school by creating a wireless network infrastructure to support the addition of student mobile computers and other wireless devices. This includes high speed connections between wireless access points and POE switches to grow as more demand is placed on the network.

Need #5: Create replacement cycle for technology—Cologne Academy will create a plan to sustain a reasonable replacement cycle of their technological equipment.

Need #6: Continued Technology Staff Development—Cologne Academy currently has a staff development program but will need to continue to train new staff and ensure all staff to continue to stay up-to-date with new technology initiatives.



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2. **Goals and Strategies:** List the specific goals and strategies for 2013-2015 that address how your LEA will use technology to deliver education and assist with school administration:

Goal 1: 1:1 (computer to student) model

Strategy: Complete implementation of a wireless infrastructure.

Strategy: Choose a mobile computer/technological device that meet classroom needs.

Strategy: Continue to research current trends and best practices related to 1:1 programs.

Strategy: Provide staff development training related to implementing a 1:1 program.

Strategy: Create support personnel to successfully implement a 1:1 model.

Strategy: Continue to monitor and allocate dollars to technology budgets.

Strategy: Ensure bandwidth provides adequate access to meet increased demand of the 1:1 model.

Strategy: Ensure technology policies fit needs of school.

Strategy: Research, train staff and implement best instructional and management practices for this model.

Strategy: Implement cloud storage system.

Goal 2: Implement an ongoing, sustainable staff development model for school technology.

Strategy: Work with grade level and Q Comp teams to provide regular training opportunities for staff.

Strategy: Provide adequate training for new staff.

Strategy: Provide ongoing training for returning staff.

Strategy: Consider various staff groups (teachers, office, support, paras, etc.) and provide training based on need.



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Goal 3: Maintain replacement cycle for outdated and tired technology

Strategy: Examine and adjust budgets as needed.

Strategy: Ensure replacement cycle schedules are appropriate for all devices.

3. **Professional Development Plan:** Describe the professional development strategies you have in place for 2013-2015 to ensure LEA staff are prepared to use the technology infrastructure, software programs, and online resources provided:

Strategy: Continue to use survey results to determine technology training opportunities.

Strategy: Include ongoing technology training in the school's budget

Strategy: Provide staff development training that is timely, focuses on both the technical side and curricular/professional side and provide different levels of training to meet the needs of all the staff.

Strategy: provide ongoing follow-up staff development training.

Strategy: Offer new teacher technology training during new teacher workshops, with follow-up as needed;

Strategy: Provide technology how-to lessons on the s drive.

Strategy: Send staff to off-site technology training.

4. **Evaluation:** Explain the evaluation process for your technology plan for 2013-2015, including timeline, roles and responsibilities, and information gathered to assess how the technology plan goals and strategies are being met.

TIMELINE:

**Goal 1-4: Implement a 1:1 (computer to student) model by 2015.
2011-12 (Planning, researching year)**



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Steps: Research, test, and select portable/wireless student computing devices that meet classroom needs.

Steps: Research current trends and practices related to 1:1 programs.

Steps: Network with other districts with the same goal.

Steps: Start the distribution of wireless access points and POE switches to accommodate the upcoming classroom pilot.

Steps: Research options for increasing school's internet bandwidth to accommodate forward growth and emerging needs.

Steps: Begin reviewing technology policies and revise/create as needed.

Steps: Develop a management process for portable labs.

2012-13 (Limited classroom pilot year)

Steps: Continue growing the school's network infrastructure to support the addition of student mobile computers.

Steps: Begin providing staff development study and training related to implementing a 1:1 program.

Steps: Begin creating and implementing an adequate support model. This model will be tested with the classroom pilots.

Steps: Determine budget needs and research funding sources.

Steps: Provide increased internet bandwidth to support additional need.

Steps: Review printing needs to ensure compatibility between the mobile computers and the network printers.

Steps: Research and pilot a cloud storage model.

2013-14 (Expanded classroom pilot year)

Steps: Add additional mobile computers to move closer to a 1:1 program.

Steps: Continue building the school's network infrastructure to support the addition of student mobile computers.

Steps: Continue developing the school's support model.

Steps: Have a working print model in place.

Steps: Continue increasing internet bandwidth to support additional need.



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2014-15 (School-wide implementation year)

Steps: Complete the 1:1 program for all students in grades 4-8.

Steps: Complete implementation of a school-wide wireless infrastructure.

Steps: Continue making progress toward implementation of 1:1 at a whole school level.

Steps: Have a completed support model in place.

Steps: Review and evaluate 1:1 program. Revise model as needed.

Steps: Complete implementation of an effective, efficient cloud storage system to allow remote access to school files by students and staff.

Annually/Ongoing

Steps: Study, purchase and deploy best available software options.

Steps: Continue providing staff development training related to implementing a 1:1 program.

Steps: Reexamine budgets and budget-replacement cycles to accommodate this model.

Steps: Review technology policies and revise/create as needed.

Steps: Research, train staff and implement best instructional practices for this model.

Steps: Research, train staff and implement best management practices for this model.

Goal 5: Maintain reasonable replacement cycles.

2011-12—Examine costs and lifecycles of devices in 1:1 program.

2012-13-- Determine budget needs and research funding sources.

2013-15—Prepare and manage budgets to sustain district technology.

Goal 6: Implement an ongoing, sustainable staff development model for school technology.

2011-15—Ongoing and adjusted to meet needs in goal #1.

RESPONSIBILITIES:



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Majority of the responsibility rest on the school's Executive Director with guidance from Cologne Academy's School Board of Education and the Technology Committee.

EVALUATION:

Cologne Academy's technology plan will be regularly evaluated on the implementation plans outlined in this document by the school board, executive director, and the technology committee. The school will administer surveys to the stakeholders and assess progress. The school board, executive director, and business manager will annually review technology expenditures made during each year of the technology plan. The school will collect student and staff performance data to evaluate the impact of technology on student achievement.

5. **Optional Links:** Provide links to district strategic planning documents, survey instruments, policies, or other resources that were used to provide data and help prepare the technology plan.

(Expands as needed)

6. **Link to Current Technology Plan:** Provide the link on the LEA website where the technology plan will be posted and updated throughout the planning period.

<http://cologneacademy.org/about-us/technology/>

7. Children's Internet Protection Act (CIPA)

This LEA has an Internet Safety/Acceptable Use Policy in place.

Yes



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If yes, please provide a link to access the policy at the LEA website.

<http://cologneacademy.org/wp-content/uploads/2011/08/524INTERNET-ACCEPTABLE-USE-AND-SAFETY-POLICY-r-aug-2011-2.pdf>

This school district deploys an Internet filter to protect minors from material that is pornographic or otherwise harmful to them.

Yes